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Approved For Release 2002/05/09 : CIA-RDP54-00177A000100090043-7

1. In effect, the Vital Materials Program activates the dispersal plan of CIA. Material evaluated as vital for the operational welfare of the Agency is selected, assembled, and conveyed on a weekly basis to a repository where it is stored for safekeeping in the event of an emergency. Responsibility for selection of material rests primarily with each office of origin. The Records Management and Distribution Branch completes arrangements with each organizational component for the assembly of material by weekly contact with the responsible Area Records Officer. Actual transfer of the material to the repository is accomplished by the Vital Materials Officer.

2. The objectives of the program are stated briefly as follows:

- a. Safe storage of vital materials in original or reproduced form on a timely basis.
- b. Maintenance of the quality of film, legibility of images and continuity of indices with respect to reproduced materials.
- c. Security for the physical transfer of vital materials to the repository.
- d. The systematic filing and storage of vital materials to provide for appropriate reference coding and essential inventory purposes.
- e. The disposition of those vital materials which become non-record or non-current for reference purposes.
- f. The submission of periodic inventory reports to offices of origin by the Custodian.

3. Deposit of vital materials is made in a two-fold manner. Material deposited in original form is construed as a direct method of effecting storage, while material deposited in reproduced form is the indirect method.

4. Facilities available at the repository include duplicating equipment for photostating, dittoing, mimeographing and multilithing and, also, a complete set of machine record's equipment. The floor area available for vault space totals approximately 2960 square feet. With a ceiling height of 7 feet, the cubical content is estimated at 20720 feet, i.e. with allowance for essential fixtures.

5. An examination of the current statistical report, reflecting the status of vital materials, reveals that 1,124,914 original documents are on deposit. In addition, thereto, 5,160 microfilm reels containing 4,340,025 filmed

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